



Agency Name

Division

Prepared By

Phone

Date Prepared
(MM/DD/YYYY)

AUTOMATIC DOCUMENT NUMBERING PREFIX REQUEST

| DOCUMENT TYPE | AGENCY CODE | DOCUMENT NUMBER PREFIX (SEE DOCUMENT/PREFIX TABLE) | STARTING DOCUMENT NUMBER |
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DOCUMENT/PREFIX TABLE:

The following documents may be assigned a prefix of up to five alpha numeric characters.
The last digit of the fiscal year is required as the first digit of the prefix:

AP - Appropriation Adjustments
CR - Cash Receipts
EB - Expense Budgets
FA - Fixed Asset Acquisition
FC - Fixed Asset Modification
FD - Fixed Asset Disposition
FM - Federal Aid Master
FT - Transfer Assets
FX - Federal Aid Charge

IN - Invoice
JB - Job Control
JC - Job Charge
JV - Journal Voucher (IAXXX)
P1 - Vendor Payment Voucher
PG - Price Agreement Purchase
PJ - Projects Master
PO - Standard Purchase Order
PV - Payment Voucher

PX - Project Charge
RB - Revenue Budget
RQ - Standard Requisition
RX - Requisition (EPS)
TA - Transfer Appropriation
TB - Transfer Budget
VI - Vendor Invoice

Agency Approval

Date

Finance Approval

Entered By